

# City of Woodstock

108 Arnold Mill Road, Bldg. C , Woodstock, Georgia 30188  
770-517-6788 678-445-4351 (Fax)

[www.woodstockparksandrec.com](http://www.woodstockparksandrec.com) [www.woodstockconcertseries.com](http://www.woodstockconcertseries.com)  
[mstockdale@woodstockga.gov](mailto:mstockdale@woodstockga.gov)

## Thank you for your interest in the City of Woodstock's 2013 Events!

The **Woodstock Summer Concert Series**, now in its 16<sup>th</sup> year, is a well established concert series with a loyal and expanding following. Each year, the Woodstock Summer Concert Series continues to generate excitement within the community and provide an opportunity to enjoy some of the best national recording artists as well as emerging local music talent. The Woodstock Summer Concert Series is one of the most popular free community events in North Georgia providing an opportunity for the entire family to relax and have fun in a safe environment. The concerts will be held in the lower section of the park again this year with a professional portable stage. Concert Series limited to **food vendors** only.



### 2013 Concert Series Schedule:

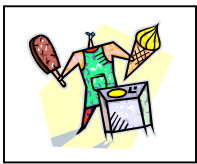
May 11	<b>Little Texas ~ Country</b>
June 8	<b>Yacht Rock Revue-Friday Night Fever ~ 70's Light Rock</b>
July 13	<b>Ed Roland &amp; the Sweet Tea Project ~ Rock Americana</b> (Lead singer of Collective Soul)
August 10	<b>The Dazz Band ~ 80's R &amp; B</b>
September 14	<b>The Marshall Tucker Band ~ Southern Rock</b>

The **FreedomFest** on **July 4<sup>th</sup>** will present a wonderful opportunity for everyone to strut their stuff in this very popular parade! Join us afterward in The Park at City Center (101 Arnold Mill Rd.) for food, live entertainment, children's games, cake walk, arts and crafts, and vendors of all types. Fun for young and old! The parade begins at 10:00 am with activities in The Park immediately following the parade. The event continues until 3:00 pm. Don't forget the Annual Woodstock Freedom Run at 7:30 am. The day concludes with fireworks behind the Target & BJ's shopping centers at Hwy 92 and I-575 at dusk.

Help us celebrate kids this Halloween at **KidsFest!** Trick or Treat activities for our younger ghouls and goblins, including a DJ, moonwalks, the very popular stringed apple and pumpkin bowling games, Tim the Magician, Adam the Juggler, face painting, games, costume contest, and candy give-away, all in the safety of The Park at City Center (101 Arnold Mill Rd.) from 3:00 pm to 7:00 pm on **October 31<sup>st</sup>**. Everyone must have treats or prizes to give away to the children in order to participate, and your main activity must be a free game, activity, or craft, not *just* selling or advertising services or merchandise.

Kick off the holiday season with our traditional **Christmas Jubilee Parade of Lights** at **5:30 pm on Saturday, December 14<sup>th</sup>**. **Please note the new date.** It starts at the old WalMart/Furniture for Less Store on Hwy 92, and travels north on Main Street to Woodstock Elementary School on Rope Mill Rd. Bring your children after the parade to The Park at City Center (101 Arnold Mill Rd.) to visit Santa with their wish lists. Our Mayor and Santa will flip the switch to light The Park and Christmas tree! They will announce the winners of the Best Holiday Float and Most Original Float. Music by Ronnie the DJ! Free moonwalk by Colby Family Chiropractic! Enjoy our free marshmallow roast in the park and help the Woodstock Jaycees Christmas Toy Drive! We will be collecting monetary donations or any new, unwrapped toys! Preservation Woodstock awards its Citizen of the Year! Lots of food and special holiday vendors! A Movie in the Park sponsored by Northside Hospital & Cherokee and the Woodstock DDA begins at 8:00 pm on the lower level. Watch your favorite holiday movie a 30" screen! Join the 3<sup>rd</sup> Annual Christmas Run just before the parade, visit [www.active.com](http://www.active.com) for registration.

Please find attached vendor and parade applications. Make copies if you are participating in more than one event. All parade entries and vendor goods must be suitable for a family audience. **All vendors MUST complete and submit an application form and pay the vendor fee no later than two weeks prior to the event.**



# City of Woodstock

## 2013 Events

### Food Vendor Application



Organization: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

#### **I would like to participate in:**

\_\_\_\_\_ July 4<sup>th</sup> FreedomFest **Deadline: 6-28-13**

\_\_\_\_\_ KidsFest **Deadline: 10-25-13**

\_\_\_\_\_ Christmas Jubilee **Deadline: 12-6-13**

\_\_\_\_\_ Summer Concert Series **Deadline: 2 weeks prior**

\_\_\_\_\_ 5/12 \_\_\_\_\_ 6/9 \_\_\_\_\_ 7/14

\_\_\_\_\_ 8/11 \_\_\_\_\_ 9/8

**Description of What Food Items You Are Selling**  
(Management Reserves the Right to Limit the Number of Vendors Selling Similar Items)

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#### **Special Event (Food) Vendor Fees** (\*Includes electricity if needed – 110 outlet)

Please circle: \_\_\_\_\_ (fee is for each event)

Woodstock Resident (on city tax roll, not all Woodstock addresses qualify)	\$ 50
Non-Woodstock Resident	\$ 100
Woodstock Business Owner (has Woodstock Occupational License)	\$ 75
Non-Woodstock Business Owner	\$ 150
Woodstock Non-Profit / Charitable Organization Registered 501(C) 3 / 501(C) 6	\$ 0
Outside of Corporate Limits of Woodstock Non-Profit / Charitable Organization Registered 501(C) 3 / 501(C) 6	\$ 100

**\*All electricity requests are not guaranteed, and must be approved prior to the event.**

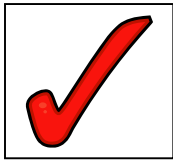
**\*There is no water available on site.** (Please limit electricity use for necessities only)

# of (10' X 10') Spaces Requested: \_\_\_\_\_ Require Electricity?: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

#### **OFFICE USE ONLY:**

Payment received on: \_\_\_\_\_, 2013 By \_\_\_\_\_ Waiver Received? Y/N \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_



# City of Woodstock

## Vendor/Exhibitor Rules and Regulations

1. Exhibitors and vendors agree to be present for **all scheduled event hours. No early break downs.**
2. Vendors and exhibitors **MUST** check-in with staff prior to setting up and must set up in assigned area only.
3. There will be no rain date, and there will be no refunds as a result of weather.
4. All food vendors must comply with all applicable Health Department Food Handling Guidelines.
5. With approval from event staff, pop-up tents and tables may be set up the night before the event(s) at the exhibitors or vendors own risk. **No one** can set up prior to receiving their booth assignment from staff. Setting up your booth prior the designated check-in time or setting up your booth in an area other than the one assigned will be grounds for dismissal from festival grounds. Food Vendors may not set up tents early.
6. **ALL DISPLAYED ITEMS MUST BE APPROPRIATE FOR FAMILY VIEWING.**
7. All booths must be operated and staffed at all times while the event is open to the public.
8. Exhibitors and vendors are required to keep their booth area clean, neat, and free of hazards.
9. Any cancellations after acceptance into event(s) will result in forfeiture of all fees by applicant.
10. Electricity will be provided **ONLY** to those applicants who request electricity at time of application and pay the designated fee. Applicants requesting electricity will be required to provide their own electrical cords.
11. Exhibitors and vendors agree to have their booth set up and ready for business by designated times as scheduled by Event Director.
12. No booth is to be dismantled before designated time, as scheduled by Event Director. **Absolutely no early breakdowns will be allowed.**
13. All exhibitors and vendors will decorate their booths in an attractive manner, and are responsible for providing their own set-up materials, including tables, chairs, and tents.
14. No pets are allowed.
15. No generators allowed.
16. Vendor parking is located at Chattahoochee Tech. College, City Center (formerly Woodstock Community Church), or United Methodist Church of Woodstock. Please park there after dropping off your event supplies at the park.
17. All exhibitors and vendors agree to display and sell only those goods described on their application.
18. Consumption or sale of alcoholic beverages is strictly prohibited.
19. Exhibitors and vendors are responsible for the set-up and take-down of their own booths. All trash must be disposed of properly; a dumpster will be provided for excess trash.
20. Exhibitors and vendors assume all responsibility for loss or damage of any kind to their property during events. Exhibitors and vendors agree to indemnify and defend said event(s), the City of Woodstock, and its employees against all claims or expenses arising out of the use of exhibit space.
21. Any points not covered above or elsewhere are subject to settlement by the City of Woodstock Event Management. Any violation of these rules and regulations by any exhibitor could forfeit all monies that have been paid. The City of Woodstock and Event Director reserve the right to terminate the agreement for booth space. Written notice by Event Director to terminate the agreement for booth space is not required.
22. Submission of application signifies acceptance and compliance of rules and regulations.
23. Electricity is not guaranteed. Due to limited power in the park, it will be assigned first to those who need it as part of their business. Be specific on your application. (Fans, radios, etc. are not necessities) 110 volts outlets

As the event day gets closer, you will receive by mail or e-mail the following: Event and parking directions; Road closure information; Set-up times and procedures and any additional rules/information necessary to assist you

**Please Return Application(s) ASAP, as Spaces are Limited.**



# City of Woodstock

## Food Vendor Rules & Guidelines

Organization \_\_\_\_\_

Name of Contact \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Name & Date of Event \_\_\_\_\_

Will any of the items listed below be served? (Circle yes or no)

Hamburgers or pre-cooked sausages	Yes	No
Items containing ground beef	Yes	No
Items containing pork	Yes	No
Items containing chicken or turkey	Yes	No
Items containing eggs or dairy products	Yes	No
Prepared or sliced fruits	Yes	No

If yes, please list \_\_\_\_\_

**Other** food items being served not previously mentioned \_\_\_\_\_

\_\_\_\_\_

Source of all food items \_\_\_\_\_

\_\_\_\_\_

Booth Space Description \_\_\_\_\_

Tent or Trailer Size \_\_\_\_\_

Electrical Requirements, What will you be plugging in? \_\_\_\_\_ amps \_\_\_\_\_

\_\_\_\_\_ amps \_\_\_\_\_ amps \_\_\_\_\_

\_\_\_\_\_ amps \_\_\_\_\_ amps \_\_\_\_\_

\* In addition to this application, please submit a sketch of your booth set up including the location of equipment, food storage, and hand washing stations.

I acknowledge that I have received, read, and understand the City of Woodstock Food Vendor Rules and Guidelines. Further, I agree to operate the above vendor booth space in compliance with this policy and any additional requirements deemed necessary by the City of Woodstock Department of Parks and Recreation.

Signature \_\_\_\_\_

Printed Name & Title \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

# CHEROKEE COUNTY

## TEMPORARY FOOD SERVICE OPERATION GUIDELINES

### I. **Operations:**

- A. A temporary food service operation means any food service establishment which operates at the same location for a temporary period of time, not to exceed fourteen (14) consecutive days in conjunction with a fair, carnival, circus, public exhibition or similar transitory gathering.
- B. A temporary food service operation may be permitted to operate if they meet fully the requirements set forth in this guideline and any additional requirement set forth by the health department.
- C. To operate a Temporary Food Service Facility, detailed plans and specifications of facility and a written description of proposed operation and menu, must be submitted to this office. This must be accomplished a minimum of fourteen (14) days prior to desired operation date.

### II. **Food Handling**

- A. Those potentially hazardous foods requiring limited preparation only, such as seasoning and cooking, may be prepared and served. The on-site preparation of other potentially hazardous foods, including pastries filled with cream or synthetic cream, custards and similar products, and salads containing meat, poultry, eggs or fish is prohibited.
- B. Any potentially hazardous food that has been prepared, stored and transported under conditions meeting the requirements set forth in the Georgia Food Service Rules and Regulations, Chapter 290-5-14 and is stored at the facility, meeting those requirements may be served. A link to the GFSRR Chapter 290-5-14 can be found on our website at [www.woodstockparksandrec.com](http://www.woodstockparksandrec.com)
- C. Ice that is consumed or that contacts food shall be made under conditions meeting three requirements of Georgia Food Service Rules and Regulations, Chapter 290-5-14. The ice shall be obtained and held in approved containers until it is dispensed in a way that protects it from contamination. Styrofoam ice chests are prohibited.
- D. Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact the the ice.

### III. **Equipment**

- A. Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment.
- B. Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Effective shields for such equipment shall be provided as necessary to prevent contamination.
- C. Facilities for cleaning and sanitizing utensils and equipment shall be provided or at permitted base of operation.
- D. Temporary food service operations shall provide only individually wrapped single-serve articles for use by the consumer.
- E. When food is prepared on site, a system capable of producing enough hot water for cleaning and sanitizing utensil and equipment shall be provided on the premises.

### IV. **Construction (If using a trailer)**

- A. Floors within food preparation and display areas shall be constructed of approved materials. Proposed floor covering materials must be included in plans submitted to the health office for review and approval.
- B. All food preparation and food display areas shall be adequately protected from dust, contamination from patrons, and insects by provisions of walls, ceilings, shields, screens, or other approved barriers or devices. Open, unprotected display or service of food is prohibited. Proposed protective measures must be included in plans submitted with the vendor application for review and approval.

### V. **Sewage**

- A. All sewage, including liquid waste, shall be disposed of according to law.
- B. A convenient hand washing facility shall be available for employee hand washing. This facility shall consist of at least, water, soap, and individual paper towels.

This office understands that each individual temporary food service has different circumstances which will influence their methods of food handling and protection. Therefore, we encourage each and every vendor to contact this department, at 770-517-6788, between the hours of 9 am to 4 pm, Monday through Friday so we can discuss their plans and answer all questions. You can also e-mail us at [mstockdale@woodstockga.gov](mailto:mstockdale@woodstockga.gov)

We will be happy to discuss any proposals which anyone may have regarding the requirements listed above.

**VERY IMPORTANT: This Release of All Claims Form must be signed and returned with the vendor application, and applicable payments, to be allowed to participate in event.**

**CITY OF WOODSTOCK, GEORGIA**

**RELEASE OF ALL CLAIMS**

This indenture witnesseth that in return for the City of Woodstock allowing the undersigned to participate in any City Event, the undersigned hereby acknowledges that he/she is aware of the nature of the activity and the potential for physical injury associated with the activity. Nonetheless, in return for the City's accord and satisfaction, for the undersigned, my heirs, executors, administrators and assigns, I forever release and discharge the City of Woodstock, Georgia, its officers, employees, servants, and agents from any and all manner of actions, causes of actions, claims and demands, damages, costs, suits, debts, accounts, promises, trespasses, judgments, expenses, and loss of service, both known or unknown, suspected or unsuspected, whatsoever in law or in equity, already sustained or that the undersigned may hereafter sustain, in consequence of or relating to the activity, from the beginning of time forward.

I hereby declare that this release is being given voluntarily, and that no representations about the nature and extent of the said damages made by any attorney or agent of the party hereby released, nor any representations, regarding the nature and extent of legal liability or financial responsibility of the party hereby released, have induced me to enter into this release. The undersigned hereby acknowledges receipt of a copy of this release before signing it, and further represents that if he/she is signing in a representative capacity, he/she has the authority to do so on behalf of his principal and to bind that principal.

This release shall be construed, interpreted and enforced in accordance with the laws of the State of Georgia. Furthermore, this release constitutes the entire agreement between the parties relating to the subject matter hereof and supersedes all prior written and or oral agreements, understandings, or representations of the parties relating to the subject matter hereof and supersedes all prior written or oral agreements, understandings, or representations of the parties relating to the same subject matter.

As signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
Organization

**PLEASE MAKE CHECKS PAYABLE TO: THE CITY OF WOODSTOCK**

Mail to:

**City of Woodstock  
Attn. Marybeth Stockdale  
108 Arnold Mill Road, Bldg. C  
Woodstock, GA 30188  
770-517-6788  
678-445-4351 Fax  
E-mail: [mstockdale@woodstockga.gov](mailto:mstockdale@woodstockga.gov)**

